

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notification of Sick Leave Exhaustion

Dear [Employee Name],

This letter is to formally notify you regarding your current sick leave balance. According to our records, as of [Date], you have used [Number] hours/days of sick leave for the current [Year/Period].

Our records indicate that you have [Number] hours/days remaining before your paid sick leave entitlement is fully exhausted. Based on your current absence rate, we anticipate you will reach your limit by [Date].

Please be advised of the following conditions once your sick leave is exhausted:

- Subsequent absences may be unpaid.
- You may be required to provide a medical certificate for any further absences.
- Future absences may impact your performance records or employment status in accordance with company policy.

If you have a chronic medical condition or require an extended leave of absence, please contact the Human Resources department to discuss potential options, such as [FMLA/Short-Term Disability/Unpaid Leave].

If you believe there is an error in our records, please contact [Name/Department] by [Date] to review your attendance logs.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]